# MADAM – Quick Start Guide

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1) Introduction

MADAM (or the Image Library) is the official **M**ission **A**ustralia **D**igital **A**sset **M**anagement system. The system's powerful search function allows you to choose the most relevant images or videos for your needs, safe in the knowledge that they are brand appropriate and have correct model consent.
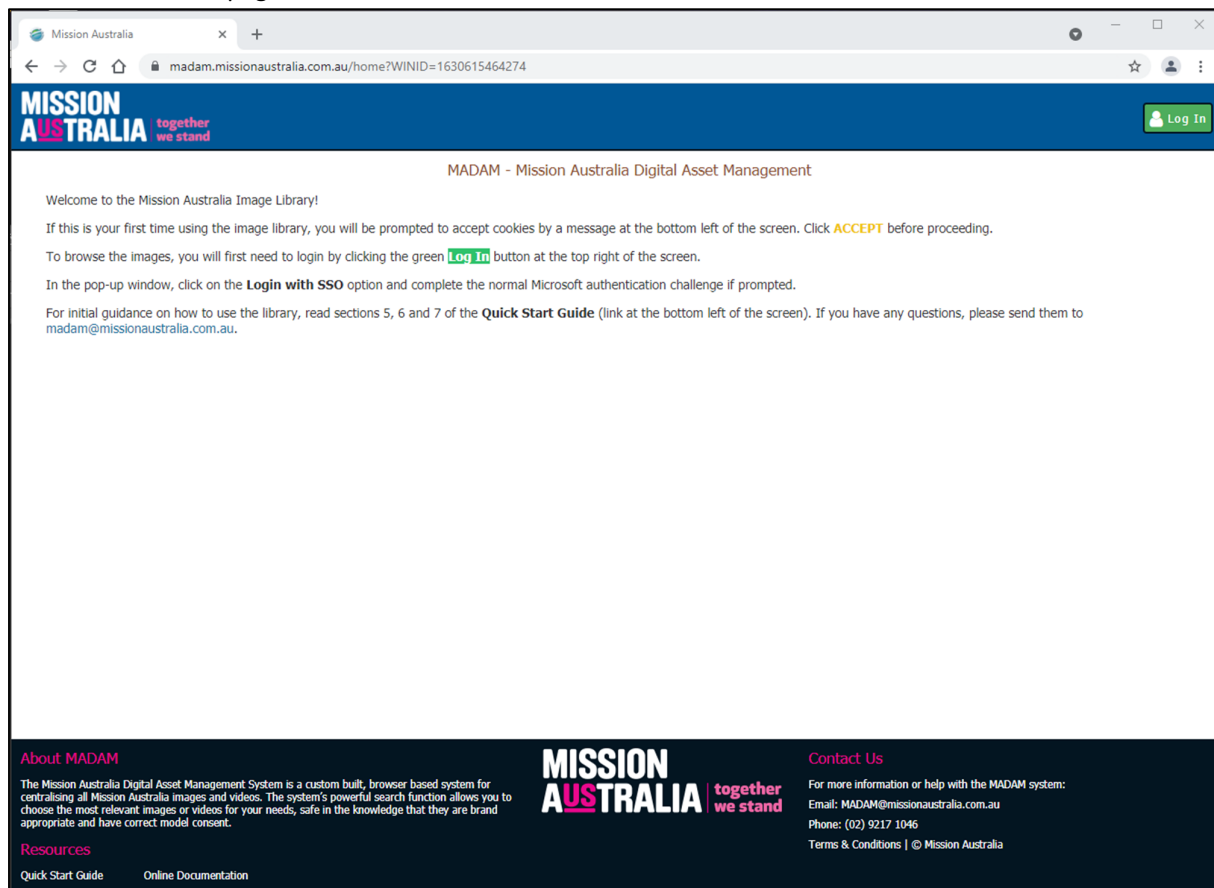
2) Logging In

Open the following URL in your preferred browser (EDGE or Chrome): https://madam.missionaustralia.com.au/
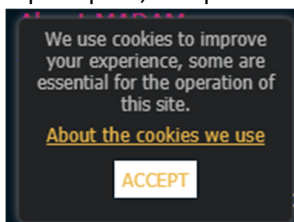
If prompted, complete the Microsoft authentication:
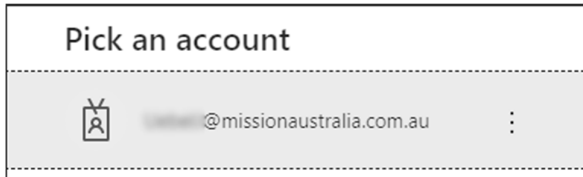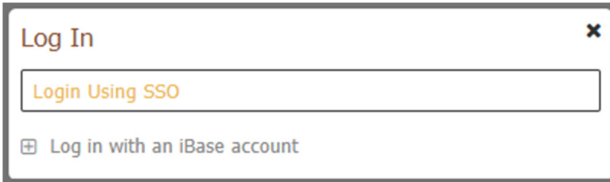

The MADAM home page will load:

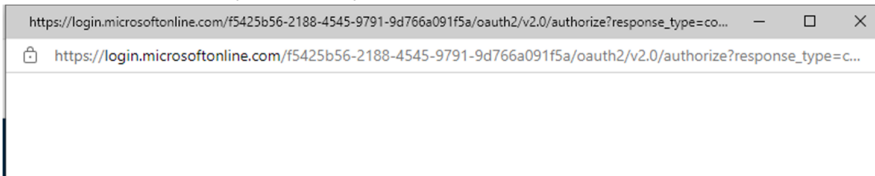If prompted, accept cookies (bottom left of screen):

Click **Log In** button (top right):

Click on **Login Using SSO** in the popup dialogue:

A new window will open while you are authenticated:

If you receive the following message, close the popup window and click **Login Using SSO** again:
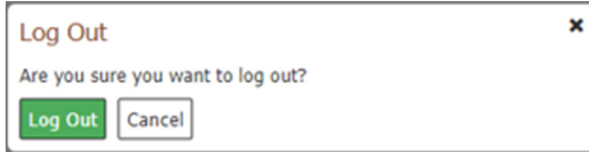
Once authentication is complete, the MADAM home page will be displayed, with menu items along the left & other options along the top menu bar (depending on your access level):

To avoid authentication issues, log out when you have finished your session by hovering over the user icon in the top menu bar and clicking **Log Out:**
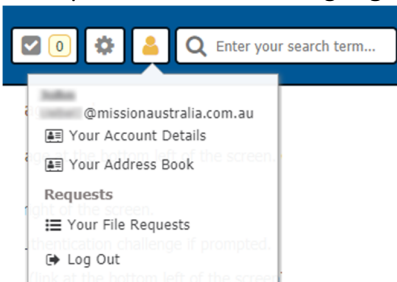
Click **Log Out** in the confirmation dialogue box:
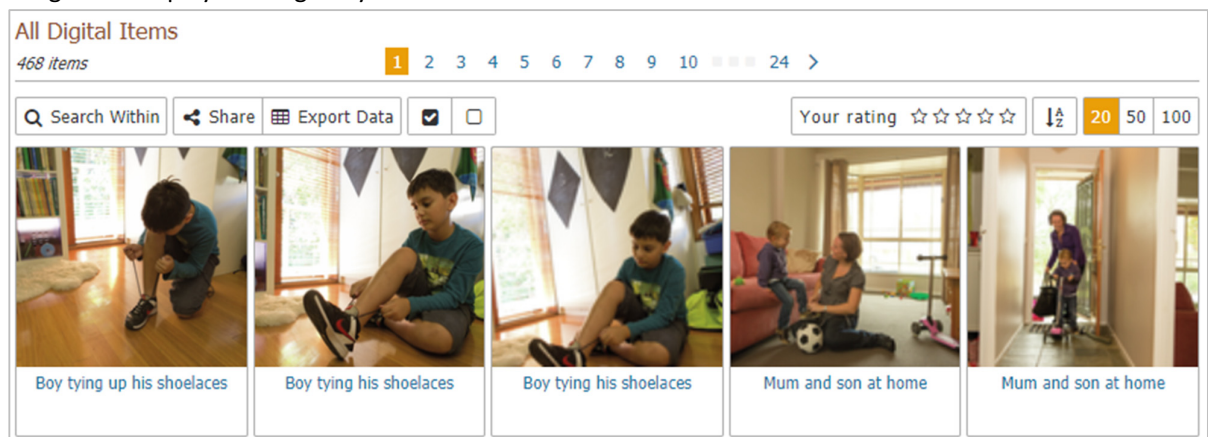

3) Finding Digital Items

There are several methods of finding digital items of interest. These are detailed below:

a. Browsing all images

Select **All Images** from the left side menu:

Images are displayed in a gallery view:

With almost 500 images in the catalogue, this is not very efficient. By default, images are displayed 20 per page, however, this can be changed (to 50 or 100) in the selector above the images (top right):

Additionally, the display order can be changed by hovering over the sort icon and selecting your preferred sort order:
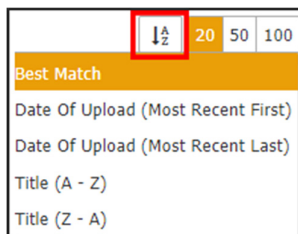
b. Searching by Subject

Every digital item in the catalogue has been classified by subject. Some items have multiple associated subjects e.g., Child, Family**.**

To search by subject, select Subject Search from the left menu:

Click the checkbox beside the subject(s) of interest and click the **Search Selected Terms** button:

The matching items are returned as described above. Note that the heading contains the search terms and the number of items matching the search:

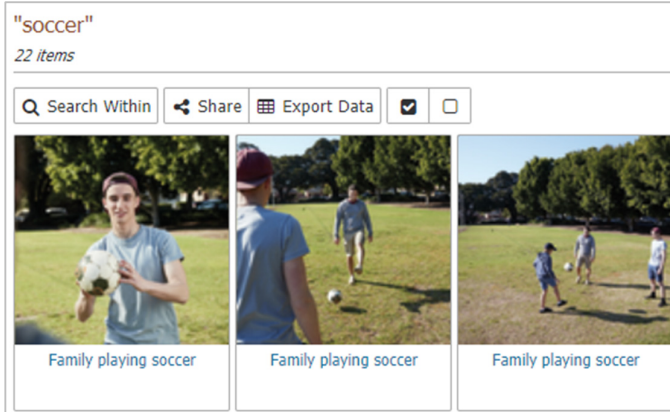## c. Quick Search

In the top menu of every page is a Quick Search box:

Enter a search term and hit the Enter key on your keyboard. Items that contain the search term in the title, subject or keywords will be returned in gallery view:

4) Field Search (Advanced)

To be able to search on any of the information (metadata) associated with the digital items, select **Field Search** from the left menu:

First select how you would like to combine the search terms you provide. The default is to match **ALL** terms (a logical **AND** search). The alternative will attempt to match at least one of the search terms (a logical **OR** search):

Next, select for each field you want to include in your search, click on the dropdown beside the field name and select an option. The options will differ depending on the type of data being searched, e.g.:

Date of image | Matches ▼

| Is empty |
| Is not empty |
| **Matches** |
| Does not match |
| Is between |
| Is greater than or equal to |
| Is less than or equal to |

Title | Contains ▼

| Is empty |
| Is not empty |
| Matches |
| Does not match |
| **Contains** |
| Does not contain |
| Starts with |
| Ends with |

Finally, select the value against each search term, then click the green **Search** button:

Search By Field

Select the item type that you wish to search for and how you wish to combine your search terms

| Combine terms | Items must satisfy ALL of the search criteria ▼ |

Enter your search terms

iBase ID	Matches ▼	
Title	Contains ▼	man
Description	Contains ▼	
Location	Contains any of ▼	Select
Date of image	Is greater than or equal to ▼	01/01/2020
Date of upload	Matches ▼	
Owner	Contains any of ▼	Select
Creator	Contains ▼	
Keyword tags	Contains ▼	
Date of shoot	Matches ▼	
Shoot name	Contains ▼	
Model names	Contains any of ▼	Select
Approved	Matches ▼	▼
Date approved	Matches ▼	

[Search] [Reset]

The digital items matching the search criteria will be displayed in gallery view:

Digital Items where Title contains 'man' AND Date of image on or after '01/01/2020'
2 items

Q Search Within   ◄ Share   ⊞ Export Data   Item type Any   Your rating ☆☆☆☆☆   ↓↕   20 50 100

Young man outside   Smiling young man

5) Filtering Search Items

To further refine any search, click in the **Search Within** box above the returned images, and select a search type. A relevant screen will open to enable further filtering of the results, using the methods already described:

Q Search Within

By Field

By Subject

By Label

By Folder / Collection

By Recent Searches

6) Downloading Digital Items

Having found an item you wish to download, click on the thumbnail image in gallery view to open the detail page for the item:

Note the keywords and subjects associated with the item. There are many other details associated with each item – you can view them by clicking on the relevant heading.

One useful one is **Other items like this**. It can reveal similar items that may not have been returned by your original search:
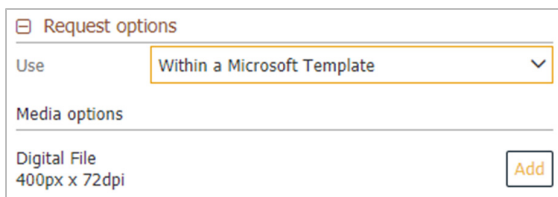

The next step is to specify how you want to use the item and the size of the item required. In the **Request options** section, select your proposed use from the dropdown:
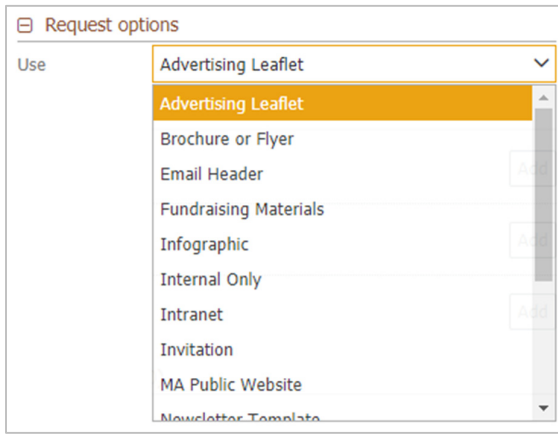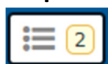

Then click the **Add** button beside the desired item size:

This will add the item to your file request list:

Repeat the **Search** and **Add to Request List** steps until you have all the items you require, then click on the **Request list** icon in the top menu:

The **Request file** review screen is displayed. A thumbnail of each item is displayed, along with the proposed use of the item. To remove an item, simply click on the relevant **Remove** button. To download the item(s), click on the **Send Request** button:
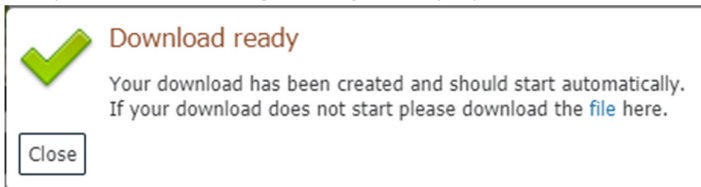
A brief message will be displayed, advising that your download is being prepared. Once the download is complete, the following message is displayed:

Click the **Close** button to dismiss the message. The downloaded item(s) can be found in the Downloads folder specified in your browser settings. Single file downloads retain their original file name. If multiple items are requested, the files will be zipped and appear in a file named **download.zip**. The below image shows an example of each in the Downloads folder on a Windows PC:
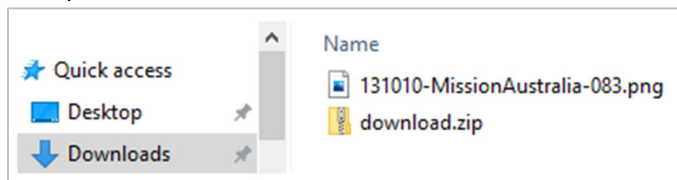
7) Copyright and Terms & Conditions

All images on the MADAM site are the property of Mission Australia and cannot be used for any purpose other than directly promoting Mission Australia. A condition of use is that you follow the processes detailed in the Terms & Conditions page. Use of the MADAM site may be revoked at any time due to inappropriate use, and further disciplinary action may apply. Wherever possible Mission Australia does not use images of its clients, past or present.

8) Getting Help

If you have a question not answered in this guide, send an email to madam@missionaustralia.com.au and one of the team will get back to you.